

Warren County Board of Supervisors

Committee: **FEDERAL PROGRAMS**

Date: **March 31, 2006**

Committee Members Present:

Supervisors Bentley  
VanNess  
Mason  
Geraghty  
Girard

Others Present:

Candace Kelly, Director, Office for the Aging  
Deborah Coalts, Nutrition Coordinator  
William Resse, Director, Employment &  
Training Administration  
Sharon Sano, Senior Counselor  
Supervisor Champagne  
Supervisor Barody  
Supervisor Haskell  
Joan Sady, Clerk of the Board  
Debra L. Schreiber, Legislative Office Specialist

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Mr. Bentley called the meeting to order at 9:35 a.m.

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the minutes of the February 24, 2006 committee meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Candace Kelly, Director of Office for the Aging, who distributed copies of her agenda packet to members of the committee, a copy of which is on file with the minutes.

Referring to the Items 1A and B of OFA (Office for the Aging) Agenda, Mrs. Kelly stated she was requesting approval to fill a vacant position of Site Manager at the Bolton Meal Site, due to retirement. That position, she said, would be filled by the Meal Site cook, so she was requesting approval to fill that position as well.

Motion was made by Mr. Mason, seconded by VanNess and carried unanimously authorizing the requests to fill vacant positions as outlined above be approved and referred to the Personnel Committee. Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.

Referring to Item 1C of the Agenda, Mrs. Kelly requested a contract with Greater Glens Falls Senior Center to provide health insurance information, counseling and assistance. Last year, she said, they received additional funds for the health insurance information and counseling program and she said she hoped to compensate the employee with a small incentive under the health insurance contract.

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously to approve the request as outlined above. A copy of the resolution request form is on

file with the minutes and the necessary resolution was prepared for the next Board meeting.

Mrs. Kelly stated the last request on the Agenda, Item 1D, was to request a proclamation declaring the month of May 2006 as Older Americans' Month in Warren County.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously authorizing that the proclamation as requested, be prepared and presented at the April 13<sup>th</sup> Board of Supervisors Meeting.

Each year the Office for the Aging holds their annual luncheon honoring a senior of the year, apprised Mrs. Kelly. She noted the banquet would be held at the Fort William Henry on May 18, 2006 and the honorees would be John Dwyer of North Country AARP and Marge Swan from Chestertown. The Supervisors from Queensbury and Chestertown would be making the presentation to the honorees selected, she noted. In addition, there would be two seniors from Hamilton County honored at the luncheon, she commented.

With respect to Item 3 of the Agenda, Mrs. Kelly remarked the Post Star would be honoring the seniors in a special insert on April 22, 2006. She noted there were 326 volunteers that participated in 2005 in delivering meals, providing transportation, etcetera.

Relative to Item 4 of the Agenda, Mrs. Kelly stated every year the State Office for the Aging conducts their annual review. She directed the members to the second page of the letter summarizing the items which required further action. She noted one of the registration forms they use had the current date at the bottom of the form and not at the top. She stated her department had mixed emotions with respect to item 2. Mrs. Kelly explained they were required to see/contact all home delivery meal clients every six months. In addition, she said, there were clients involved in other programs through the Health Services Department, as well as her office. In the past, she stated her office did not contact those clients that were involved in other programs; however, the State was requiring every client in her program be contacted every six months. Mrs. Kelly said they were asked by the State to develop a procedure to monitor the registered dietician so they created a survey to satisfy the request. Overall, she remarked all items were corrected and the assessment went extremely well.

Mrs. Kelly stated June 15, 2006 was their Volunteer Picnic at the Knights of Columbus in Queensbury at 12:00 p.m. and each year members of the Federal Program Committee assisted with the cooking the hamburgers and hot dogs.

Continuing on with the last item on the Agenda, Mrs. Kelly apprised that she had met with Debbie Coalts, Nutrition Coordinator, Hal Payne, Director of Westmount and Brenda Hayes, Director of Countryside Adult Home to look at locating the Warrensburg

meal site at the Countryside Adult Home. She said they were doing away with their laundry room to make that a room for the seniors to eat. Mr. Payne, Mr. Dusek and Mrs. Hayes met with the State Department of Health to discuss the arrangements and the response from the State recommended the two groups not be integrated. She indicated Mr. Payne had applied for a waiver with the Department of Health. She remarked their recommendation promoted the meal program of the department as well as interacting with the residents at the site. She anticipated being out of the current Warrensburg location by May 1<sup>st</sup>, she said, but that was on hold. Mr. VanNess suggested the Chairman of the Committee comprise a letter supporting the waiver submitted by Mr. Payne.

Motion was made by Mr. VanNess, seconded by Mr. Mason and carried unanimously authorizing the Chairman of the Committee to forward a letter supporting the waiver prepared by Mr. Payne.

Mr. Girard commented the newsletter prepared by her department was well received by the people he shared it with. Mrs. Kelly stated at the inception of the newsletter, they printed 400 and were currently over 1,000.

There being no further Office for the Aging business to come before the committee, the meeting was adjourned at 9:48 a.m.

Privilege of the floor was extended to William F. Resse, Director of Employment and Training Administration, who distributed copies of his agenda packet to members of the committee, a copy of which is on file with the minutes.

With respect to Item 1 of the Agenda, Mr. Resse apprised based on the projections from the State, Warren County would receive a 20% cut in funds. While he had no definite numbers, he had been advised some of this would be mitigated and the cuts would be lessened. There appears to be conflicting stories relative to timing but their take on it was it should affect them positively for all of 2007.

Mr. Resse commented last year the State provided his department with additional WIA (Workforce Investment Act) funds to enhance their summer employment program and he anticipated receiving approximately the same amount as 2005. Relative to the funds being rolled into a block grant to the Department of Social Services, he said it appeared it would be pulled out; however, nothing was positive until the budget was passed.

With respect to the Dislocated Workers Program, Mr. Resse reported Warren County would be receiving an additional \$125,000. Upon receipt of those funds, he stated he would be amending the 2006 Employment and Training Administration County budget. Those funds were being made available now through the end of next year, he noted.

Referring to Item 1(b) of the Agenda, Mr. Resse indicated the State made some of the

WIA funds available through an RFP. He stated the eligible applicants for this were Youth Bureaus. They were expecting the youth bureaus would collaborate on a regional basis to contract with current youth providers under the WIA program to enhance activities that were going on now for WIA eligible youths. He stated a meeting had been scheduled with the three county youth bureaus to discuss applying for the grant and addressing some initiatives they would be looking for. This was an opportunity to apply for some funds to keep some of the youth programs running that might have been in jeopardy.

Also, Mrs. Sano had been working with Mrs. Smith, Director of the Youth Bureau, on a separate initiative. Mrs. Sano explained that she had been working with Mrs. Smith and LuAnne Phillips from Cooperative Extension to design a program entitled Passport to the World of Work, which they would be piloting in North Warren School and Glens Falls School next month. This was as a result of Mrs. Smith talking to Youth Bureaus to find out what prerequisites young people need to obtain jobs, apprised Mr. Resse.

In anticipation of this program, Mr. Resse requested a resolution to add the funds into the County budget through the general fund, but said he needed to identify the appropriate codes. He said they were looking anticipating about \$960 plus travel costs but he felt it would not exceed \$1,100. He said he expected to finalize the amount and amend the resolution request by Monday. (Note: Subsequent to the meeting a request was submitted to amend the 2006 Employment and Training Administration budget in the amount of \$1,100 to accept the Summer Success Youth Program Initiative.)

Motion was made by Mr. VanNess, seconded by Mr. Geraghty and carried unanimously authorizing a request to amend the 2006 County budget and request same be forwarded on to the Finance Committee. A copy of the resolution request is on file with the minutes.

With respect to the lease, Item 2 of the Agenda, Mr. Resse commented they received a proposed draft from the State that needed to be accepted by the landlord. According to the proposal, he said ETA would give up 2,300 square feet of footprint as well as some calculated costs. He noted his department would be charged for 1,873 square feet with a total yearly cost of \$34,636. This was only a few hundred dollars more than they were currently paying, he noted. In addition, Mr. Resse stated they did not include the renovation cost in the proposal and it appeared that they were doubling the renovation per square foot cost from 50 cents to \$1 payable at the beginning of the lease rather than the end. Mr. Girard queried when the lease would be resolved and Mr. Resse replied if it was accepted by the County, they would take it to the landlord.

Mrs. Parsons indicated if the agreement was accepted, a resolution would be required since the previous resolution authorizing renewal of the lease agreement had been rescinded.

Mr. Barody and Mr. Champagne entered the meeting at 10:08 a.m.

Referring to the third item on the Agenda, page 4, Staff Wage and Fringe, Mr. Resse revealed the projections for their next fiscal year commencing July 1, 2006 to June 30, 2007, noting a decrease due to a loss of two staff coordinators.

With respect to Item 4, Integration Mandate, Mr. Resse explained the State would like to see staff integration occur across the State. He indicated the first two proposals the State suggested was the smaller county WIA centers joining other county WIA centers as well as consolidating the number of one-stop centers in a particular area. The last two levels of integration consisted of the WIA staff that existed in the three county areas, how could they better align themselves into a single functional, organizational set up. He added, the fourth level of integration was between the DOL (Department of Labor) staff and the WIA staff. Mr. Resse stated the State did not want to have two distinct programs but rather when someone walked into a center, they wanted it to be the programs of the center. He indicated there was a similar proposal a few years back with Washington County but it did not work at that point in time.

Mr. Resse indicated he recommended developing a flow chart with the related staff functions, creating a single functional/organizational chart for the programs and functions they have, and assign the WIA and DOL staff accordingly. However, he noted all department staff would continue to be responsible to the entities they were employed by.

Mr. Haskell entered the meeting at 10:12 a.m.

Due to the combination of DOL and WIA staff that existed in Warren County, Mr. Resse suspected the County would have the greatest impact. He advised the State had imposed an aggressive timetable for this integration, a draft plan must be submitted by April 12, 2006; a semi-final plan on April 30, 2006; a public comment period during the month of May; and at some point in June they would be looking for WIB and the Counties to sign off on the plan. He noted this was an addendum to the existing plan with the State.

Referring to Item 5, Recent Activities, Mr. Resse reported they had the Job Discovery Job Fair at Adirondack Community College on March 16, 2006 with 73 exhibitors and 2,300 visitors. He indicated the feedback was extremely positive. In addition, he said his department was working in conjunction with DOL for another job fair on April 28, 2006 from 2:00-6:00 p.m. at the Fort William Henry. They were providing orientation and workshops for the former Native Textile employees to assist them in locating jobs, he added.

Continuing with the last item on the Agenda, Upcoming Events, Mr. Resse requested an appointment for the Youth Council. Mrs. Sano said Tanya Scoville who lives in Glens Falls and attends ACC had been nominated to the Youth Council. Mr. Resse reminded the members the next Workforce Investment Board meeting would be held on May 23, 2006. He stated the soft skills training program would begin at the end of

the month.

A discussion ensued relative to duties and responsibilities of the integration mandate.

Mr. Mason exited the meeting at 10:20 a.m. and Mr. O'Connor entered the meeting at 10:21 a.m.

Relative to the job fair at ACC, Mr. Haskell commented many employees handed out permanent applications rather than just the seasonal or part-time employment applications. He said it appeared to be well received.

There being no further Employment and Training business to come before the committee, on motion by Mr. Mason, seconded by Mr. Girard, Mr. Bentley adjourned the meeting at 10:18 a.m.

Respectfully submitted,

Debra L. Schreiber, Legislative Office Specialist